

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

HEADQUARTER ACCOUNTING
P.O. Box 187019
Sacramento, CA 95818

Employee Name	KERNAN, Scott
Expense Dates	12/01/09-12/03/09
Total Expense Amount	304.88
Amount Due Employee	304.88
Form ID	TEA000570223

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	12/01	Transit Subsidy	65.00	
2)	12/02	Lodging	181.88	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

EXPENSE EXCEPTION(S)

	Expense Rule	Exception	Response
1)	#46a DPA required - Lodging	Did you obtain prior written approval to exceed the maximum allowed?	No: paying out of pocket

I have reviewed the following documents.

Approved
by:


Brett H MORGAN

Travel & Expense Account Summary

Employee Name Scott KERNAN
Expense Dates 12/01/09-12/03/09
Report Name 5700 Dec Receipts

Request Total \$ 304.88
Direct Charge Total - 0.00
Travel Advances - 0.00
Net Due Employee = **304.88**

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Non-Travel Expenses	Light Rail	65.00
Regular Travel	CSSA	239.88

NOTE: (d)=Direct Charge

DATE	Wed Dec 2	Thu Dec 3								TOTAL
Dinner	18.00	18.00								36.00
Lodging	181.88									181.88
Breakfast		6.00								6.00
Lunch		10.00								10.00
Incidentals		6.00								6.00
TOTALS \$	199.88	40.00								239.88

DATE	Tue Dec 1									TOTAL
Transit Subsidy	65.00									65.00
TOTALS \$	65.00									65.00

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Non-Travel Expenses	Light Rail	12/01/09	Transit Subsidy	65.00	Cash
Regular Travel	CSSA	12/02/09	Dinner	18.00	Cash
Regular Travel	CSSA	12/02/09	Lodging	181.88	Cash
Regular Travel	CSSA	12/03/09	Breakfast	6.00	Cash
Regular Travel	CSSA	12/03/09	Lunch	10.00	Cash
Regular Travel	CSSA	12/03/09	Dinner	18.00	Cash
Regular Travel	CSSA	12/03/09	Incidentals	6.00	Cash



BOARD OF DIRECTORS MEETING

Wednesday – Roundtable

**December 2, 2009
3:00 p.m. – 5:00 p.m.
Salons I, II, III & IV**

Thursday – Board of Directors Meeting

**December 3, 2009
8:30 a.m. – 5:00 p.m.
Salons I, II, III & IV**

**The Meritage Resort & Spa
875 Bordeaux Way
Napa, CA 61225
707.259.0633
Fax 707.259.0661**

*The Meritage Resort and Spa
& Vino Bello Resort*

Scott Kernan
1515 S. Street
Sacramento CA 95811

<i>Arrival</i>	12-02-09
<i>Departure</i>	12-03-09
<i>Room No.</i>	0261
<i>Folio No.</i>	158735
<i>Cashier</i>	18
<i>Page No.</i>	1 of 1

Group Code CASSA1209

Date	Description	Debit	Credit
12-02-09	Guest Room Charge	149.00	
12-02-09	Resort Fee	15.00	
12-02-09	Occupancy Tax	17.88	
12-03-09	VISA	XXXXXXXXXXXX8085	181.88
	Balance		0.00

CITY OF FOLSOM
*** CUSTOMER RECEIPT ***
Date: 12/01/09 05 Receipt no: 107738

Description	Quantity	Amount
TK	LIGHT RAIL TICKETS	
	1.00	\$100.00
Trans number:		2733158

G/L account number:
51900002010600
DEC MONTHLY PASS/KERNAN

Tender detail		
CK CHECK	8069	\$100.00
Total tendered		\$100.00
Total payment		\$100.00

Trans date: 11/30/09 Time: 15:57:21

THANK YOU FOR YOUR PROMPT PAYMENT